

IDHS DIVISION OF TRAINING
FIRE OFFICER III
PRACTICAL SKILLS AND EXAMINATION HANDBOOK



**EVALUATOR HANDBOOK FOR THE
FIRE OFFICER III PRACTICAL SKILLS**

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GUIDELINES FOR COMPLETING THE ASSIGNED SKILLS

1. Participate and pay close attention in class when activities are conducted. Each assignment will be preceded by a classroom activity that is designed to prepare the student to complete a specified skill task.
2. All materials are to be typed
3. Type size shall be size 12 pt (note: these guidelines are typed in size 12)
4. Font type shall be in Times new roman, only.
5. Page margins shall be 1" on all sides
6. Be sure the front page of each of your completed skills is the appropriate cover page
7. If an acronym is used, you must first spell out the complete word before using the acronym.
8. Proof your paper to ensure that is free of grammar, spelling, and typing errors
9. Include headings to address major areas and every element of the skill to be graded
10. The first page of your completed skill assignment must be a cover page. Example:

Cover Page for Skill Test #___
Author's Name
Date

The student will be allowed to refer to their lecture notes on all skills

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Skill Sheet # 1 General

Required Knowledge

The ability to research, to use evaluative methods, to analyze data, to communicate orally and in writing, and to motivate members.(*NFPA 1021, 2009 Edition, 6.1.2*)

The ability to use evaluative methods, to communicate orally and in writing, and to organize data. (*NFPA 1021, 2009 Edition, 6.4.4*)

The ability to use evaluative methods, to communicate orally and in writing, and to organize and analyze data. (*NFPA 1021, 2009 Edition, 6.4.5*)

Explanation

This skill is intended to measure a student's ability to research, analyze, and interpret statistics. The student could include run response times, maintenance costs, fire station location, consolidated programs. The data set must be of sufficient size that requires the student to apply the skills to the task steps listed and is approved by the Lead Instructor and/or Lead Evaluator. At a minimum, this will be two data sets each containing 12 months of data (or a minimum of 12 values) requiring the student to use and understand mean, median, standard deviation, variance, and mode.

Task Steps	
1.	Analyze and interpret data A. Student provided total average cost of 30 departments B. Student provided average cost for individual departments C. Student provided written interpretation of spread sheet D. Student completed spreadsheet that revealed the means, medium, variance, and standard deviation for the 8 departments
2.	Provided written evaluation about expanding purchasing cooperative idea from 8 to 30 departments
3.	Identified national and international trends that could be utilized in the fire service over next two years
4.	Examined the effects the trends would have on fire service organization management
5.	Examined the effects the trends would have on fire service administrative principles
6.	Examined the effects the trends would have on public and private organizations that support the fire service

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7.	Suggest process for maintaining records for this information
8.	Demonstrated ability to communicate in writing <ul style="list-style-type: none">A. Correct spellingB. Correct grammarC. Correct page headingsD. Correct marginsE. Correct font type and sizeF. Cover page included
9.	Utilized the resources provided in the course

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions

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Skill Sheet # 2 Human Resource Management

Required Knowledge

Describe methods to facilitate and encourage members to participate in professional development to achieve their full potential. (*NFPA 1021, 2009 Edition, 6.2.4*)

Directions

Given your department's demographics, develop a local professional career development plan up to and including the rank of first line supervisor (*i.e. Lieutenant*) using the National Professional Development Model.

Task Steps	
1.	Assigned personnel for maximum efficiency
2.	Developed a process that was valid and reliable
3.	Adhered to legal requirements
4.	Related non-discriminatory requirements to position
5.	Encouraged professional development
6.	Encouraged mentoring members
7.	Accomplished minimum staffing requirements

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Skill Sheet #3 Community and Government Relations

Required Knowledge

This duty involves developing programs that improve and expand service and build partnerships with the public, according to the following job performance requirements. Prepare community awareness programs to enhance the quality of life by developing nontraditional services that provide for increased safety, injury prevention, and convenient public services. (*NFPA 1021, 2009 Edition, 6.3.1*)

Directions

Given a communities demographics, resource availabilities, community needs, and customer service principles , the candidate shall establish a written Community Emergency Response Team (CERT) program that will enhance the citizens quality of life by developing services that enhanced and expanded the community's safety consciousness, injury prevention, risk reduction, and develops convenient services through community partnerships with the residents. ***Examples could include CPR classes, Wellness checks, Car Seat programs, Project Life Saver, Safe House, Smoke Detector programs, etc.***

Task Steps	
1.	Created a CERT program outline for their community
2.	Developed a program that enhanced and expanded the community's safety consciousness, injury prevention, and/or risk reduction services.
3.	Encourage community partnerships with citizens
4.	Program outline includes: A. Mission statement B. Goals C. Objectives/deliverables D. Reporting (Jones & Bartlett, Chief Officer, page 87)
5.	Demonstrated ability to communicate in writing A. Correct spelling B. Correct grammar C. Correct page headings D. Correct margins E. Correct font type and size

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	F. Cover page included
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Skill Sheet #4 Administration

Required Knowledge

This duty involves preparing a divisional or departmental budget, developing a budget management system, soliciting bids, planning for resource allocation, and working with records management systems, according to the following job performance requirements. Develop a divisional or departmental budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified. (*NFPA 1021, 2009 Edition, 6.4.1*)

Directions

Develop a budget management system, given fiscal and financial policies, so that the division or department stays within the budgetary authority. (*NFPA 1021, 2009 Edition, 6.4.2*)

Task Steps	
1.	Budget preparation included operational costs
2.	Budge preparation included capital costs
3.	Budget preparation included personnel costs
4.	Included budget management system
5.	Plan for resource allocation
6.	Plan for soliciting bids for equipment and vehicles

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Skill Sheet #5 Administration

Describe the agency's process for developing requests for proposal (RFPs) and soliciting and awarding bids, given established specifications, so that competitive bidding is ensured (NFPA 1021, 2009 Edition, 6.4.3)

Using the data and work from Skill Sheet #1, evaluate the capabilities, ease, and efficiency of the record keeping system used. Discuss and recommend any changes needed in the record keeping system.

Task Steps	
1.	Researched, evaluated, and projected training needs
2.	Recognized building, fire and zoning regulations
3.	Evaluated and reviewed current raining needs and policies
4.	Forecasted and analyzed impact plan would have on the community
5.	Identified problems that could be encountered
6.	Complied with federal, state, and local regulations

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Skill Sheet #6 Administration

Direct the development, maintenance, and evaluation of a department record and management system, given policies and procedures, so that completeness and accuracy are achieved. (NFPA 1021, 2009 Edition, 6.4.4)

Analyze and interpret records and data, given a fire department records system, so that validity is determined and improvements are recommended. (NFPA 1021, 2009 Edition, 6.4.5)

Directions

Candidate shall develop a written report outlining their department's record system. Identify at least three (3) deficiencies with the system and recommend improvements for the system. Include current training needs and policies, impact on the department and community, and how they comply with federal, state, and local regulations.

Task Steps	
1.	Candidate submits written report on department's record system.
2.	Report identifies at least 3 deficiencies with the record system
3.	Evaluated and reviewed current training needs and policies
4.	Forecasted and analyzed impact plan would have on the department and community
5.	Identified problems that could be encountered
6.	Complied with federal, state, and local regulations
7.	Demonstrated ability to communicate in writing <ul style="list-style-type: none">A. Correct spellingB. Correct grammarC. Correct page headingsD. Correct marginsE. Correct font type and sizeF. Cover page included

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Skill Sheet # 7 Inspection and Investigation

Given data from a fire department's inspection program, 1) the candidate shall develop a written and effective pre-incident plan for an educational occupancy. The plan must include an evaluation of how the construction type, smoke alarm, fire detection, and fire suppression features prevent the spread of fire, heat, or smoke throughout the building, or from one occupancy to another. Identify shortcomings or improvements needed in local ordinances or fire codes and how those changes would be promulgated. Identify how to achieve consensus for passage of these changes.

(NFPA 1021, 2009 Edition, 6.5.2)

Directions

Given data from a fire department's inspection program, evaluate inspection program. Identify at least three (3) deficiencies with the program. Develop a plan to address the three deficiencies and recommend changes to the program. Candidate shall develop an inspection program on no residential sprinkler systems for their community.

Task Steps	
1.	Candidate submits report on department inspection program
2.	Identifies at least three (3) deficiencies
3.	Includes evaluation of the inspection program
4.	Includes recommended changes for the three identified deficiencies
5.	Inspection program on no residential sprinkler systems submitted
6.	Described the process for promulgating the plan into a local ordinance
7.	Demonstrated ability to communicate in writing <ul style="list-style-type: none">G. Correct spellingH. Correct grammarI. Correct page headingsJ. Correct marginsK. Correct font type and sizeL. Cover page included

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Skill Sheet # 8 Emergency Service Delivery

Directions

This duty involves managing multi-agency planning, deployment, and operations, according to the following job performance requirements. Prepare an action plan, given an emergency incident requiring multiple agency operations, so that the required resources are determined and the resources are assigned and placed to mitigate the incident. (*NFPA 1021, 2009 Edition, 6.6.1*)

Develop and conduct a post-incident analysis, given a multi-agency incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated, and the appropriate forms are completed and processed in accordance with policies and procedures. (*NFPA 1021, 2009 Edition, 6.6.2*)

Develop a plan for the agency, given an unmet need for resources that exceed what is available in the organization, so that the mission of the organization is capable of being performed in times of extraordinary need. (*NFPA 1021, 2009 Edition, 6.6.3*)

Task Steps	
1.	Developed action plan for multi-agency responses
2.	Assigned and placed resources to mitigate incident
3.	Included procedures for post incident analysis
4.	Included customer service recovery plans
5.	Related procedures to dispatched responses
6.	Includes procedures on requesting and activating district task forces and state resources.
7.	Demonstrated ability to communicate in writing <ul style="list-style-type: none">A. Correct spellingB. Correct grammarC. Correct page headingsD. Correct marginsE. Correct font type and sizeF. Cover page included

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Skill Sheet #9 Health and Safety

This duty involves developing, managing, and evaluating a departmental health and safety program, according to the following job performance requirements. Develop a measurable accident and injury prevention program, given relevant local and national data, so that the results are evaluated to determine effectiveness of the program.
(*NFPA 1021, 2009 Edition, 6.7.1*)

Directions

Given specific data from a fire department's safety program, (1) the candidate shall, in writing, develop and evaluate a measurable accident and injury prevention program that could be managed effectively.

Task Steps	
1.	Evaluated and developed measurable accident program and injury prevention program
2.	Effectively managed program
3.	Analyzed and evaluated data
4.	Determined effectiveness
5.	Demonstrated ability to communicate in writing <ul style="list-style-type: none">A. Correct spellingB. Correct grammarC. Correct page headingsD. Correct marginsE. Correct font type and sizeF. Cover page included

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Skill Sheet # 10 Emergency Management

This duty involves policies, procedures, and programs for the role of the fire service in the community's emergency management plan; roles of local, state/provincial, and national emergency management agencies. Develop a plan for the integration of fire services resources in the community's emergency management plan, given the requirements of the community and the resources available in the fire department, so that the role of the fire service is in compliance with local, state/provincial, and national requirements. (NFPA 1021, 2009 Edition, 6.8.1)

Directions

Given your department's worker's compensation or accident reports over the last 12 months, identify trends, develop and evaluate an accident prevention program.

Task Steps	
1.	Access community emergency management plan
2.	Review community emergency management plan
3.	Produce written report on the following; A. The integration of fire department resources into the plan B. Compliance with local, state, and national requirements C. Procedures to update the plan
4.	Demonstrated ability to communicate in writing A. Correct spelling B. Correct grammar C. Correct page headings D. Correct margins E. Correct font type and size F. Cover page included